

ANNOUNCEMENT NUMBER: 10-36

OPEN TO: All Interested Candidates
POSITION: Chauffeur, FSN-3; FP-BB
OPENING DATE: July 06, 2010
CLOSING DATE: Close of business July 20, 2010
WORK HOURS: Full-time; 48 hours/week
GRADE LEVEL: *Not-Ordinarily Resident: Position Grade: FP-BB to be confirmed by Washington
*Ordinarily Resident: Position Grade: FSN-3

NOTE: ALL APPLICANTS WHO ARE NOT THE FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY **MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Damascus is seeking an individual for the position of Chauffeur in the General Services Office.

BASIC FUNCTION OF POSITION

The Chauffeur performs duty as light vehicle driver for sedan, suburban, pick-up trucks, trucks and small vans. Performs daily preventive maintenance of the vehicle prior to dispatching to ensure safe operation of the vehicle in conformance with host country rules and US government standards. Required to work shift work and is also required to lift small objects and carry them for passengers. Required to work overtime as post requirements are identified. Chauffeur is required to deliver messages and acts as a messenger when required.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Must have completed the high school.

EXPERIENCE: Minimum three continuous years as chauffeur or have driven in the country for four years.

LANGUAGE: Level II English Limited knowledge: At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited to the specific occupation. Employee would be expected to understand and carry out verbal instructions of a repetitive character, and be able to prepare

simple reports of the type that might be expected of a motor pool dispatcher or an offset press operator.

Level III Arabic Good Working Knowledge: At this level an employee is required to have a good working knowledge of both written and spoken Arabic. The employee should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with Arabic speaking staff members and the general public.

4. **ABILITIES:** Required ability to operate Embassy vehicle including trucks and forklift. Must have complete knowledge of Syrian ministries location and other areas of Syria. Must be completely familiar with local traffic laws and have general knowledge of vehicle preventive maintenance procedures as well as the terminology and locations of vehicle parts.

5. **SKILLS:** Must have Class D Syrian drivers license; must be able to lift 50 lbs unassisted; must be able to perform light maintenance on vehicles, and must have excellent/correctable vision.

SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application. After initial screening the best-qualified candidates will be interviewed by the Post Employment Committee.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen Eligible Family Members (EFMs) who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Non-Ordinary Residents (NORs) hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment , unless currently hired into a position with a When actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their FORM DD-214 with their application.
- 4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.**

THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION, OTHERWISE APPLICATION WILL NOT BE CONSIDERED:

- **Insert Vacancy No. in your application.**
- **Application and a copy of the Syrian ID card or legal residency & work permit.**
- **A copy of school/university certificate.**
- **A copy of the Syrian Driver License**
- **Proof of previous work experience(s) required.**

Only applications received in the Human Resources Office before the closing date will be eligible for consideration.

Applications which are inadequate or incomplete, will not be considered.

Application and C.V. will become the property of the Embassy and will not be returned.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Damascus
2, Al-Mansour Street
P.O. Box 29
Damascus – Syria
Fax No. (963-11) 3391-4144

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil,

Foreign or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Damascus provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.